

15 October 1964

MEMORANDUM FOR THE RECORD

Subject: Discussion with [redacted] Executive Officer, DD/S,
14 October 1964.

1. [redacted] Has returned to work full time. As a result of arrangements made by [redacted] General Counsel's Office, she has contacted an attorney who will handle legal aspects of her claims for injury and medical expenses.
2. [redacted]
3. [redacted] said that no promotions of any kind had been made by Career Service Boards for some time. He regrets the delay in [redacted] promotion and said that he is quite anxious to get it accomplished. I suggested the possibility of a Quality Step Increase in lieu of promotion if there would be a long delay. He said that he would prefer to wait about two weeks and advise me then.
4. Moving - There is no plan to move us from 16th Street.
5. Records Management Program -
 - a. Use of Federal Records Center, Alexandria - send him a report on this arrangement.
 - b. Development of [redacted] - send a report on this.
 - c. Use of GSA Vital Records Repository, [redacted] prepare report on this.
 - d. Plans For Curtailment of Growth In Records Holdings at Records Center - Develop Plans For Bringing about a Balance Between Accessions and Disposal.
6. Quality Step Increases for [redacted] - He promised to check the status of these and advise me.
7. Records Officers Meetings - I invited [redacted] to the meetings on 20 and 22 October 1964.

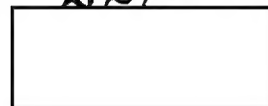
[redacted]

~~Meeting~~

STAT

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SS/S



EYES ONLY

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UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2	Executive Director for the DD/S 7D-24, Headquarters		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE <input checked="" type="checkbox"/>		INFORMATION	SIGNATURE

Remarks:

Attached is the Report for the Records Administration Staff for the Quarter ending 30 June 1964. I think the following accomplishments are particularly significant:

- a. Savings [Redacted] from Forms Management Activities.
- b. Savings [Redacted] from Filing Equipment and Filing Supply Activities.

Some of the information in the report may be useful in preparing the report referred to in Office of DD/S Administrative Notice No. 64-5, dated 24 August 1964.

I will give you a report in a few days on overall status of the Agency Records Management Program and some proposals for future action.

151
[Redacted]
Chief, Records Administration Staff

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

604 - 1016 16th St.

DATE

9/14/64